

ACQUISITION CENTER FOR SUPPORT SERVICES (ACSS)



Enterprise Procurement Portal (eP²) Vendor Guide

Version 2.0

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Appian Corporation

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Acronyms List

ACSS – Acquisition Center for Support Services
CEOss – Commercial Enterprise Omnibus support services
eP² – Enterprise Procurement Portal
PGD – Product Group Directorate
RFQ – Request for Quotation
BPA – Blanket Purchase Agreement
MCSC – Marine Corps Systems Command
DIQ – Days In Queue
TOPR – Task Order Proposal Request
TO – Task Order
SOW – Statement of Work
Q&A – Question and Answer

1. Introduction

The Enterprise Procurement Portal (eP²) provides ACSS staff, Commercial Enterprise Omnibus support service (CEOss) vendors and PGD Customers with a collaboration portal designed to enhance the efficiency and effectiveness of the task order award process. This document will introduce the layout of the portal, its functions and capabilities, as well as provide a step-by-step outline for processing a TOPR through the proposal submission process.

2. eP² User Groups

Users are assigned to one of four eP² user groups. While all users collaborate on the same set of pending and awarded task orders, group associations restrict the extent of permissions:

- **ACSS Administrators** can see and modify all task orders and all associated forms and documents. They can also administer eP² user accounts, vendor and MCSC Customer records, and task order records. Additionally, portal usage reports are available only to this group.
- **ACSS Staff** can monitor all task orders and perform all task order-related actions (cost estimates, Statement of Work (SOW) uploads, modifications, etc.).
- **Customer Principals (e.g., those with accounts)** can see all task orders that have been initiated by their office, initiate new task order proposal requests (TOPRs), and modify and upload draft SOWs and funding documents.
- **Vendor Principals** can see draft RFQs that have been posted to eP², request a final RFQ, generate questions, and submit a proposal for task orders within the domain for which they have been awarded a BPA.

3. Logging In and Logging Out

At the initial user authentication screen (Fig.1), enter your username and password to gain access to the portal. Your user ID is associated with your user group and gives you appropriate access to eP² functions and content. If you forget your password, an ACSS Administrator can reset it.

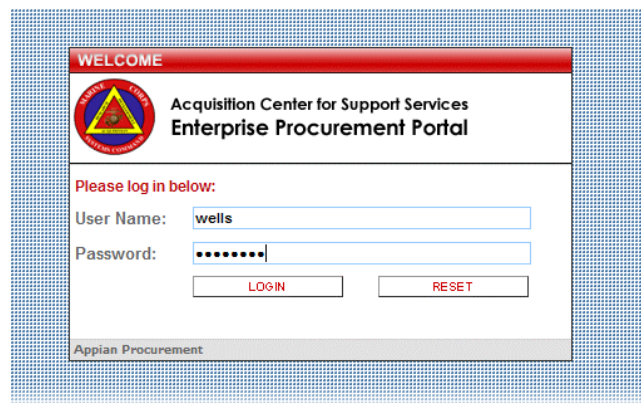


Figure 1. Login Screen

A “Logout” button on the top of each page should be used to properly exit the application (Fig. 2).

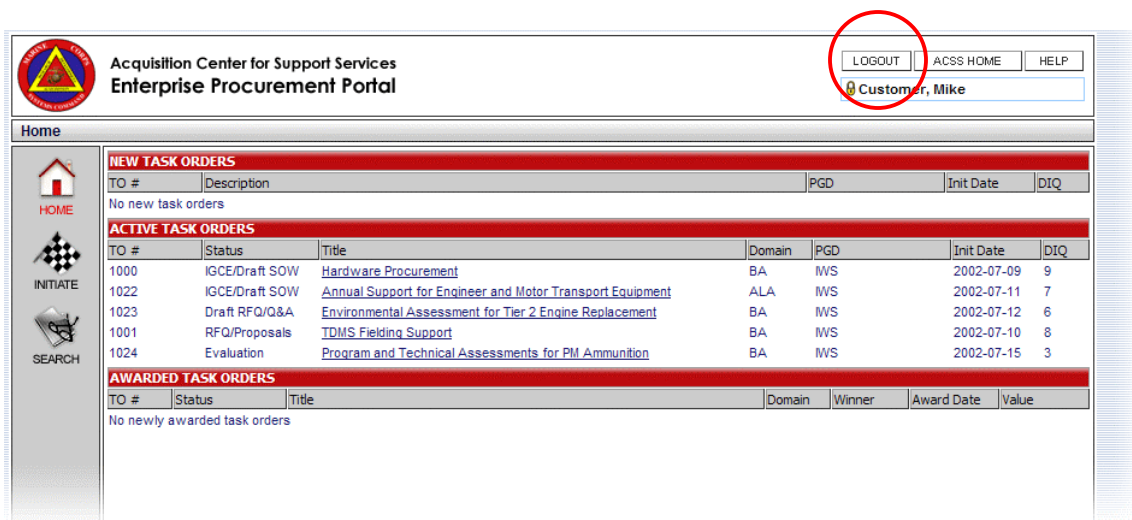


Figure 2. eP² Logout Button

4. Vendor Guide


The eP² allows vendors holding an ACSS Blanket Purchase Agreement (BPA) to submit a proposal for services as stipulated by their corresponding GSA Schedule. The eP² replaces paper-based communications with web-based equivalents that allow vendors to download RFQ's, post questions, and upload proposals. eP² generates e-mail alerts to vendors when major events occur, such as:


- Posting of a Draft RFQ within the vendor's prime domain
- Posting of a Final RFQ within the vendor's prime domain
- Confirmation of receipt of vendor proposal
- Task Order award
- Modification Issuance

4.1 Home Page

Your home page (Fig. 3) is displayed when you successfully log into eP². The home page lists all RFQs and task orders currently in queue, organized by status. You can return to the home page from any part of the Portal by clicking on the “Home” button on the left navigation bar.

Home


HOME


SEARCH

ACTIVE TASK ORDERS: ELIGIBLE AS PRIME

TRCK #	Status	Title	Bid?	Domain	PGD	Init Date
No eligible task orders						

ACTIVE TASK ORDERS: NOT ELIGIBLE AS PRIME

TRCK #	Status	Title	Domain	PGD	Init Date
1092	Draft RFQ/Q&A	Annual Support to the International Pgm. Offices	ALA	OA	2003-08-07
1097	Draft RFQ/Q&A	MCCDC Radars Requirements Definition	SE	BMADS	2003-08-18
1090	RFQ/Proposals	Electronic Maintenance Support System (EMSS)	SE	CESS	2003-08-06
1091	RFQ/Proposals	Production Process IPT Support	BA	CESS	2003-08-05

AWARDED TASK ORDERS: ANTEON SELECTED AS WINNER

TO #	Status	Title	Winner	Domain	PGD	Award Date	Value
0001	Awarded	PM-Radars Annual Support	ANTEON	ES	BMADS	2002-09-16	\$1,506,205.38
0002	Awarded	Combat ID and Systems Engineering	ANTEON	ES	BMADS	2002-09-17	\$1,776,914.00
0003	Awarded	FMS BMADS Annual Program Support	ANTEON	ES	BMADS	2003-05-20	\$584,024.00
0004	Awarded	Tactical UAV Systems Engineering Trade Study	ANTEON	ES	BMADS	2003-07-22	\$117,576.00

AWARDED TASK ORDERS: NOT SELECTED AS WINNER

TO #	Winner	Status	Title	Domain	PGD	Award Date	Value
0002	OSEC	Awarded	DACT Continuation Task	ES	MAGTF C4ISR	2003-06-03	\$1,111,057.00
0005	TITAN	Awarded	USMC NMCI Enterprise Conference Support	ALA	ISI	2003-06-11	\$258,172.00
0003	OSEC	Awarded	TETS CBT	ES	CESS	2003-06-13	\$100,000.00
0012	NGIT	Awarded	MCTSSA D-30 Application Support	ES	BMADS	2003-06-17	\$132,000.00
0013	NGIT	Awarded	Marine Corps NMCI Site Transition Support - West Region	ES	ISI	2003-07-09	\$144,484.00
0002	SVERDRUP	Awarded	Marine Corps NMCI Site Transition Support - East Region	ES	ISI	2003-07-09	\$185,257.00
0003	CSC	Awarded	Enterprise Business Systems Support	SE	ISI	2003-07-11	\$272,074.00
0004	CSC	Awarded	BMADS Support to the DJC2 Program	SE	BMADS	2003-07-29	\$488,554.00
0014	NGIT	Awarded	PG ISI Transportation Systems Annual Support	ES	ISI	2003-08-05	\$779,408.00
0001	VREDENBURG	Awarded	MCCDC Support for DJC2 Program	BA	BMADS	2003-08-05	\$366,517.00

[Show All Task Orders](#)

TASK ORDERS IN RENEWAL PROCESS

TRCK #	Title	Domain	PGD
1099	Renewal: Combat ID and Systems Engineering	ES	BMADS

Figure 3. Vendor Home Page

- **Active Task Orders: Eligible as Prime** are those RFQs for which your company is eligible to propose as the prime vendor (e.g., your prime domain).
- **Active Task Orders: Not Eligible as Prime** are those RFQs in domains for which your company is not a prime vendor; thereby precluding submission of a quotation.
- **Awarded Task Orders: Selected as Winner** are those task orders where your company has been selected as the winning vendor.
- **Awarded Task Orders: Not Selected as Winner** are those task orders that have been awarded to other vendors within the domain.
- **Task Orders in Renewal Process:** are those task orders that are being renewed on a sole source basis as a result of award term provisions from previous task orders.

Your home page also has a navigation bar on the left-hand side of the screen. There are two actions available to you on this bar: Home and Search.

- **Home** – You can return to the home page from any part of the Portal by clicking on the “Home” button.
- **Search** –Click on the “Search” button to perform a simple keyword search. Enter a word or partial word and select task order titles, descriptions, or both for the search scope. The search engine will return links to all awarded task orders that match the search criteria.

4.2 RFQ Status

On the home page, a Tracking Number (ACSS generated) is associated with each RFQ. A status field describes the current progress of the RFQ. The title field provides a link to the “Task Order Details” page (Fig. 4), which lists available documents and forms and pending actions associated with the RFQ. Typically, the documents available to the vendor will be the “Draft” and “Final” RFQ as follows:

- Draft RFQ Posted, Q&A Available – Draft documents (SOW / RFQ) are posted into the appropriate domain for vendor Q&A.
- Final RFQ Posted, Proposals Accepted – Following the Q&A period, a final RFQ is posted into the appropriate domain for vendor proposals.
- Evaluation – Following receipt of vendor proposals, ACSS staff will assist the customer with “best value” selection based upon the evaluation criteria.
- Awarded - Based upon the criteria set forth in the RFQ and entered into eP², vendor selection has occurred and the task order is in the process of being officially awarded. The winning vendor has not been publicly announced by ACSS staff. Vendors who submit a proposal will be notified by e-mail of the result.

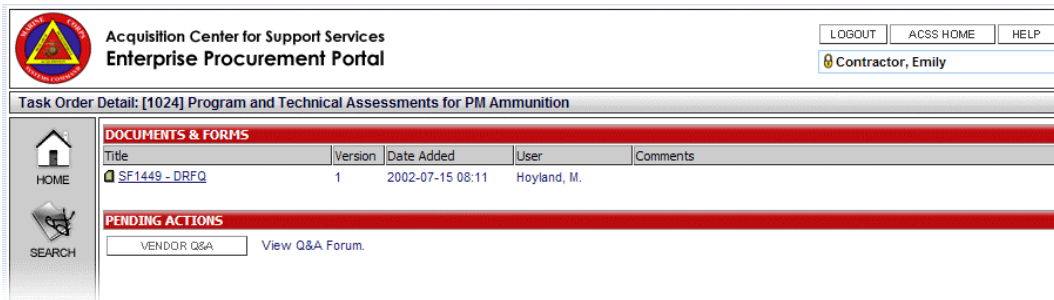


Figure 4. Vendor Details View

4.3 Reviewing a Draft RFQ/Request Final RFQ

From the Task Order Detail Page of the RFQ in which you are interested, click on the “Draft RFQ” link (SF1449-DRFQ) under the “Documents & Forms” list to view the draft RFQ. If you have questions regarding the content, you may use the Q&A feature to submit an inquiry to the ACSS (see 4.4).

At the bottom of the Draft RFQ (e.g., SF1449) is a link to the attached Draft SOW and other documents associated with the RFQ (i.e. Instructions to Offerors). Version numbers, revision dates, and comments are also viewable.

If your company is interested in submitting a proposal in response to this Draft RFQ, you must click on the “Request Final RFQ” button and generate the interest form (Fig. 5). If you do not do so before the Final RFQ is posted, you will not be allowed to submit a proposal.

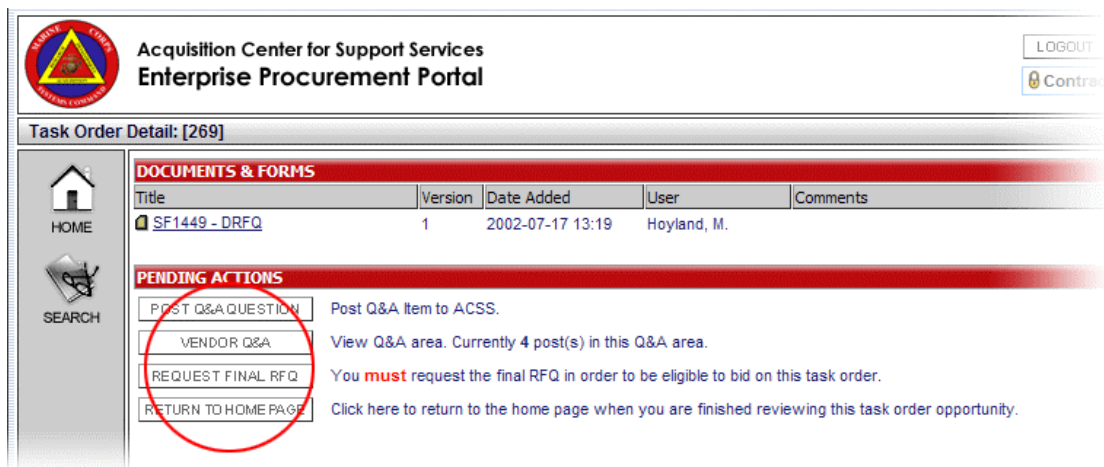


Figure 5. Request Final RFQ Button

4.4 Submitting a Question in response to the Draft RFQ

Click on the “Post Q&A Question” button (under “Pending Actions”) from the “Task Order Details” page and follow the on-screen instructions (Fig. 6).

Figure 6. Post Q&A Question

You may view the entire Q&A posted for the RFQ by clicking on the “Vendor Q&A” button under “Pending Actions.” Only those vendors eligible to submit a quotation in response to an RFQ (i.e., within the applicable domain) may participate in the Q&A.

4.5 Reviewing/Downloading a Final RFQ

Following the Q&A session the final RFQ will be posted. If your company has requested the final RFQ, you will see the document link (SF1449-FRFQ) on the “Task Order Details” page. At the bottom of the RFQ (e.g., SF1449) is a link to the attached SOW and other documents associated with the RFQ (i.e. Instructions to Offerors). Version numbers, revision dates, and comments are also viewable.

4.6 Uploading a Proposal

From the Task Order Detail Page of the RFQ in which you are interested, click on the “Upload Proposal” button from “Pending Actions” and follow the on-screen instructions for submission. Your proposal will appear on the “Documents & Forms” list upon acceptance. Additionally, you will receive an e-mail notification. Your proposal is source selection sensitive information and may only be viewed / downloaded by ACSS staff.

4.7 Post Award Functions

4.7.1 Submitting Invoices

From the Task Order Detail page of the awarded Task Order in which you are interested, scroll down to the *Invoice* section. Click on the first button to upload a new invoice (Fig. 7). The second button is used to view previously submitted invoices.



Figure 7. Uploading an invoice

Attach the invoice and fill in the appropriate information in the pop-up box: Invoice Number, Date, Amount and any comments (Fig. 8)

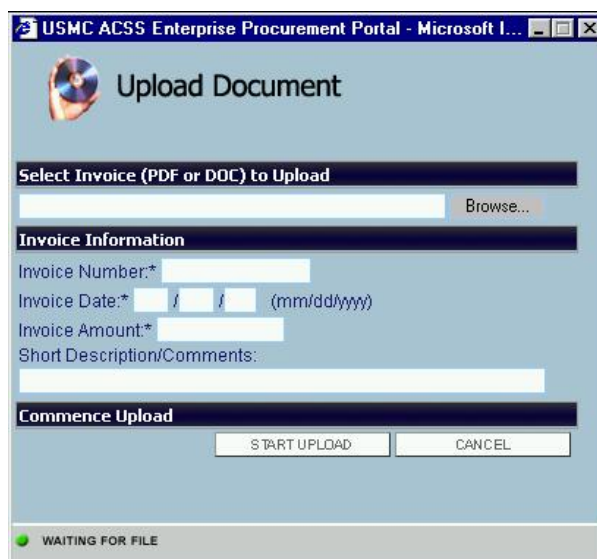


Figure 8. Upload Invoice Dialogue Box

Send an email to ACSS@mcsc.usmc.mil and notify the ACSS office that an invoice has been uploaded to eP². Include the following information in the email: BPA Number, Task Order Number, Invoice Number and date uploaded to eP².

The status of an invoice will change as it is processed through the system. Once the invoice is paid, ACSS will mark it paid and post relevant information such as Voucher number, Date paid, and Amount paid (Fig. 9).

INVOICES							
	Invoice #	Status	Date Added	Invoice Date	Date Paid	Amount	Comments
<input checked="" type="radio"/>	5	Certified/Sent to DFAS	2003-04-25	2003-04-25		\$90,899.00	
<input type="radio"/>	4	Paid	2003-03-20	2003-03-20	2003-05-07	\$92,766.00	comments: null voucher #: 010905 Amount Paid: 92,919.32
<input type="radio"/>	3	Paid	2003-03-18	2003-03-18	2003-05-07	\$14,460.00	comments: null voucher #: 010905 Amount Paid: 14,483.88
<input type="radio"/>	2	Certified/Sent to DFAS	2003-02-19	2003-02-19		\$29,261.00	
<input type="radio"/>	1A	Paid	2003-01-16	2003-01-16	2003-05-07	\$14,517.00	comments: resubmittal with BPA and TO numbers voucher #: 01 \$14,647.63

Figure 9. Invoice Status

4.7.2 Modifications

ACSS will utilize eP² to issue modifications. When executed modifications are uploaded to eP², you will receive automatic email notification. Access the task order detail page in eP² to view the modification (Fig. 10).












 Acquisition Center for Support Services Enterprise Procurement Portal					
Task Order Detail: [0004] Tactical UAV Systems Engineering Trade Study					
 HOME  SEARCH	INFORMATION				
	Status	Winner	Domain	PGD	Award Date
	Awarded	ANTEON	ES	BMADS	2003-07-22
	DOCUMENTS & FORMS				
	Title	Version	Date Added	User	Comments
	 SF1449 - FRFQ	1	2003-07-11 13:46	Wells, C.	IGCE < \$115K labor
	 ANTEON Proposal	1	2003-07-18 14:46	Barrett, J.	
	 SF1449 - AWARD	1	2003-07-22 14:51	Colcombe, M.	Fully Funded
	 DD350	1	2003-07-22 15:20	Colcombe, M.	Award form
	 Signed SF1449	1	2003-07-23 14:27	Colcombe, M.	
	 SF30 Attachment	1	2003-08-14 14:18	Grant, J.	
	 SF30 - MODIFICATION	1	2003-08-14 14:20	Grant, J.	
	 Signed SF30	1	2003-08-15 16:02	Grant, J.	

Figure 10. Modifications posted to eP²

4.7.3 Task Order Renewal

CEOss task orders may include award-term provisions that allow for sole source renewal based on satisfactory performance. Task Orders that have been selected for sole source renewal will utilize the following truncated process that omits the draft RFQ/Q&A stage:

1. Final RFQ posted to eP² by ACSS
2. Vendor uploads proposal to eP² in accordance with RFQ (Fig. 11).
3. ACSS awards new task order
4. Awarded task order moves to the ***Awarded Task Orders: Selected as Winner*** section on your home page.

The screenshot displays the ACSS Enterprise Procurement Portal interface. At the top, the header includes the ACSS logo, the text "Acquisition Center for Support Services Enterprise Procurement Portal", and navigation links for "LOGOUT", "ACSS HOME", and "HELP". Below the header, a breadcrumb trail reads "Task Order Renewal: [1099] Renewal: Combat ID and Systems Engineering". The main content area is divided into three sections: "INFORMATION", "DOCUMENTS & FORMS", and "PENDING ACTIONS".

INFORMATION

PGD	Point of Contact	Assigned Domain	Description
BMADS		ES	View

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
SOW	1	2003-08-19 14:48	Grant, J.	IGCE <\$2.2M (Labor)
SF1449 - DRFQ	1	2003-08-19 15:03	Grant, J.	
Metrics Compliance Letter	1	2003-08-19 15:29	Grant, J.	

PENDING ACTIONS

Status	Action	Description
	POST PROPOSAL	Post proposal.

Figure 11. Task Order Renewal View